

BENCHMARK
FORT STEWART, GEORGIA

IMPAC PURCHASE CARD WEB PAGE ON INTRANET

1. **Identify the idea, initiative, or current process.** A lot of information is given to cardholders and billing officials during the course of the eight-hour training course for the government purchase card. Unfortunately, those that do not attend this training (interested parties who are not cardholders or billing officials) do not receive this same information. Additionally, those who attended earlier training sessions do not always receive updates of changes to the program. DOC has been issuing a newsletter to cardholders, billing officials, and commanders, but distribution of paper copies is costly and time consuming; and still does not guarantee that the latest information is in the hands of the ones who need it.
2. **Identify the place of origination (where or from whom you got the idea).** The intranet has come to be a major source of information for Fort Stewart. As more and more information on IMPAC was put on DOC's web page, the IMPAC Coordinator and the Procurement Analyst decided that IMPAC needed a web page of its own.
3. **Explain how you expanded and enhanced the idea.** A variety of information pertaining to IMPAC that previously had been placed in a variety of locations (or not publicized at all) was put on this web page. Topics include: Who to Call; SOP; Scheduled Classes; Rules; Latest Newsletter; Benefits; Required Approvals; Prohibitions; Helpful Links; Desktop Contracts (Office Supplies); What to Do if You Are Scheduled to PCS/ETS.
4. **Describe benefits/values derived from your efforts.** Information that needs to get to our customers is readily available for viewing. Cardholders and billing officials have ready access to the latest SOP and program changes. Current information is readily accessible to users. (POC is Ms. Cathleen Thomas, DSN 870-2964.)